SSIS Mentor Program Advisory Committee Meeting
2/07/06

Topic	Discussion	Action Item
Welcome	Welcome and attendance taken. In attendance w/Region number: Peggy Viznor(1), Heidi Olson (2), Christopher Worth (3), Teresa Schmidt(4), Rita Berg (6), , Ruth DeSaer (9), Joy Beebe (10), Michele Bennett (11 &12) Wanda Houska (11 **Not attending:** Annie DeBevec**.** (3), Margaret Sodetani, Cathy Higgins (8), Jan Stransky (7))	
SSIS Update from Maureen	• The MPAC minutes will be on the web within 5 workdays from the date of the meeting.	
Dates of future calls	• **Tuesday, March 7, 10:00-11:00AM** • April TBD	**Note date and time change per request of members.**
Responses to MPAC requests	1. Counties need a month by month breakdown/plan for Fiscal of what they should be doing and what will happen if they don't do it when they are advised to. Many counties may not realize the impact of a decision to delay entering information. Ans: All of this information is available in the Project Updates and Fiscal Flyers that go out. Counties will have to determine who needs to know what information. The Fiscal and Worker Coordinators may provide county specific plans with this information also. 2. Could there be an addition to the placement handouts that includes information about Removal Conditions and Placement Closings including Continuous placements? Ans: There will be a handout for the next mentor meeting that was devised for Pilot Counties. 3. When will Citrix be available to counties for Version 4.0? Ans: County access to the Citrix server will be in June 2006 as stated in the Project Update #208 dated 2/3/06	**http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_055095.pdf**
	4. Since Citrix is not available before Version 4.0 statewide release, can counties ask for the new Version to be put on their test servers instead? Ans: This is not possible since SSIS cannot provide the support that would be necessary for this request.	

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SSIS responses to Mentor requests	5. Training Issues around registrations were discussed: Here are the comments: • For the next training Implementation Memo, please send the document to only SSIS Coordinators and Mentors. They will be able to control the number of trainees being registered. • It is important to know that if you want to register and see that the training site is full, register so that you can get on the Wait List. **Make sure you are not adding staff over the allotted number for your county.** • When you get pulled into the class from the Wait List you will get a confirmation letter that you are registered. • SSIS, please be <u>very clear</u> in the next Memo, with the Help Desk and at all meetings when identifying the requirements for registration. • All counties who have exceeded the number of registrations have been contacted and asked to reduce the registrations by a certain date. When this happens, the people on the Wait Lists will move up to be registered. • SSIS is doing the best they can to make sure that as many as possible survey requested numbers are being accommodated but we cannot meet all the need requested by the survey. All counties will be able to get at least one person in each training type. • MPAC members asked if extra staff could attend and audit only. Ans: We are not able to accommodate any additional county staff than those at workstations. This helps ensure the persons attending have the best training possible. 6. Can a NWT be scheduled in the mid-late March, if we can fill the Duluth Lab? Ans: We regret because of all of the trainings that SSIS trainers are doing for Version 4.0, there are not enough trainers or time to have any NWT until May. 7. When are the labels going to change in the application to reflect the Alternative Response and Traditional changes (ie., Family Assessment and Investigation)? Ans: This is scheduled for Version 4.1 statewide release in July.	
Next meeting	**Tuesday, March 7, 2006 10:00AM-11:00AM**	